

Sample Day 2 Schedule

Start	End	Activity
	7:00 am	Test Center staff arrive
7:00 am	7:30 am	Security inspection of testing materials
7:30 am	7:45 am	Staff Briefing
7:45 am	8:00 am	Prepare rooms, post signs, set up check-in area
	8:00 am	Students report
8:00 am	8:15 am	Identify, admit, and seat examinees
8:15 am	8:30 am	Begin verbal instructions, distribute WorkKeys and Michigan Mathematics test booklets and answer documents
8:30 am	9:15 am	WorkKeys Reading for Information Test – timed
9:15 am	9:20 am	Verbal instructions for Applied Mathematics
9:20 am	10:05 am	WorkKeys Applied Mathematics Test - timed
10:05 am	10:10 am	Break (stand by desk)
10:10 am	10:15 am	Verbal instructions for Michigan Mathematics
10:15 am	10:35 am	Michigan Mathematics Test - timed
10:35 am	10:50 am	Collect and verify test booklet and answer document counts – then dismiss examinees
10:50 am	11:20 am	Lunch break for students
	1120 am	Students report
11:20 am	11:35 pm	Identify and admit examinees
11:35 pm	11:50 pm	Begin verbal instructions, distribute Michigan Science and Social Studies test booklets and answer documents
11:50 pm	12:40 pm	Michigan Science Test - timed
12:40 pm	12:45 pm	Verbal instructions for Michigan Social Studies – Part 1
12:45 pm	1:35 pm	Michigan Social Studies – Part 1 - timed
1:35 pm	1:45 pm	Break
1:45 pm	1:50 pm	Verbal instructions for Michigan Social Studies – Part 2
1:50 pm	2:40 pm	Michigan Social Studies – Part 2 - timed
2:40 pm	2:55 pm	Collect and verify test booklet and answer document counts
	2:55 pm	Students dismissed